

**CLASS TITLE: CHIEF FORENSIC SCIENCES**

**Class Code: 02729600**

**Pay Grade: 39A**

**EO: B**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To be responsible for planning, organizing, directing, supervising and reviewing the activities of the state's forensic laboratory within the Division of Laboratories; to assist the Associate Director of Health (Health Laboratories) in planning, administering and directing all the activities of the state's public health laboratories; as assigned, to act as the Associate Director in his/her absence; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the general direction of the Associate Director of Health (Health Laboratories) with wide latitude in the exercise of initiative and independent judgement; work is subject to review through submitted reports and conferences for conformance to established departmental policies, objectives and accepted laboratory standards and practices.

**SUPERVISION EXERCISED:** Plans, organizes, directs, supervises and reviews the work of administrative, professional, subprofessional and technical laboratory staff members and clerical assistants.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To be responsible for planning, organizing, directing, supervising and reviewing the activities of the state's forensic sciences laboratory within the Division of Laboratories including but not limited to:

**Serology** - the systematic analysis and interpretation of sexual assault evidence including body fluids and stains; blood grouping, species and sex determination, and other forensic serological examinations as required; or,

**Toxicology** - the analysis of post-mortem biological specimens for drugs and poisons contributing to cause of death; analysis of biological specimens for levels of alcohol and drugs capable of impairing motor vehicle operation; and other forensic toxicological examinations as required; or,

**Drug Chemistry** - the identification of drugs and chemical contraband in confiscated pills, powders, paraphernalia, pharmaceuticals, foods and beverages, and other specimens as required; or,

**Racing Chemistry** - the examination of specimens obtained from participants in athletic and pari-mutuel events for performance altering substances; the interpretation of findings and other forensic examinations as required.

To assist the Associate Director in planning, administering and directing all the activities of the state's public health laboratories.

As assigned, to act as the Associate Director in his/her absence.

To be administratively responsible for maintaining a secure chain of custody of evidence in order to ensure that its evidentiary value is preserved while under the jurisdiction of the forensic laboratory unit.

To conduct individual and group conferences with laboratory supervisors to discuss, interpret and implement approved policies and plans developed by superiors; and to develop new or revised laboratory policies and plans and make recommendations thereon to the Associate Director.

To provide technical advice and administrative guidance to supervisory laboratory staff members in order to assist in achieving maximum use of manpower, facilities and other resources; and to initiate, evaluate and make recommendations to the Associate Director involving the use and disposition of such available manpower, facilities, equipment and materials.

To coordinate and evaluate all the activities of the several assigned laboratories.

To provide consulting services relevant to the forensic sciences to personnel in other departments and divisions of the state and local government, physicians and attorneys.

To develop and implement an effective laboratory training program.

As directed, to represent the Division of Laboratories and interpret the activities of such division to interested parties and private agencies, institutions, organizations and officials.

To serve on commissions, committees and boards.

To develop scientific reports.

To participate in professional organizations.

To review and evaluate the reports of subordinates and make recommendations as to their release and publication.

To present expert testimony in court and at legal proceedings.

To do related work as required.

## **REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of the principles and practices of forensic science and the ability to apply such knowledge in organizing, directing, supervising and reviewing the work activities of the state's public health laboratories engaged in providing laboratory services within the field of forensic science; a thorough knowledge of currently accepted laboratory methods and procedures, equipment, materials and research techniques and the ability to apply such knowledge in achieving maximum use and proficiency of existing staff, facilities and other resources in accomplishing laboratory objectives and output of a group of laboratories; a working knowledge of all state and federal laws and regulations affecting the laboratory activities within the field of forensic science; the ability to assist a superior in planning, administering, and directing all activities of the state's public health laboratories; the ability to interpret, implement, develop and revise laboratory policies, plans and objectives; the ability to provide consultative services to interested parties in and outside the department as well as provide technical advice and administrative guidance to subordinate staff; the ability to establish and administer an effective laboratory training program; the ability to represent the Division of Laboratories in official and unofficial relationships with public and private agencies, organizations and institutions; the ability to present expert testimony in court relative to the field of forensic science; and related capacities and abilities.

## **EDUCATION AND EXPERIENCE:**

**Education:** Such as may have been gained through: possession of a Doctor's Degree in Chemistry or a related Biological Science; and

**Experience:** Such as may have been gained through: employment in a professional laboratory position involving the performance of administrative and/or supervisory duties in directing a large forensic laboratory section or program within a public health, medical, or law enforcement laboratory or comparable facility.

**Or,** any combination of education and experience that shall be substantially equivalent to the above education and experience.

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